DEC STD 075-0 TRANSPORTATION POLICIES AND REQUIREMENTS

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ABSTRACT: This section of DEC STD 075 introduces Digital's general worldwide transportation policies and requirements and refers to other documents and manuals governing or impacting the transport of goods. This standard identifies transportation agencies, documentation, and programs and services within Digital and the organizations responsible for providing technical and business support.

APPLICABILITY: This document is mandatory for all Digital organizations worldwide.

STATUS: APPROVED 03-Feb-1989; see EL-INDEX-00 for expiration date.

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1 INTRODUCTION

1.1 PURPOSE AND SCOPE

This document introduces Digital's general worldwide transportation policies and requirements and refers to other documents and manuals governing or impacting the transport of goods. This standard identifies transportation agencies, documentation, and programs and services within Digital and the organizations responsible for providing technical and business support.

1.2 APPLICABILITY

This document is applicable to all Digital organizations worldwide.

2 ORGANIZATIONAL RESPONSIBILITIES

Corporate Distribution is responsible for establishing overall goals and strategic direction for worldwide distribution and transportation.

In addition to the requirements contained herein, Digital must comply with the following organizations for the transport of goods.

- International Maritime Organization (IMO)
- International Air Transport Association (IATA)
- International Civil Aviation Organization (ICAO)

3 U.S. AREA DISTRIBUTION

U.S. Area Distribution is responsible for establishing the U.S. Area distribution goals, strategic direction, compliance, and operational implementation in support of the Corporate Distribution and U.S. Area business goals and strategies.

In addition to the requirements contained herein, Digital must comply with the following organizations for the transport of goods.

- United States Department of Transportation (CFR 49)
- United States Department of State
- United States Department of Commerce
- United States Treasury Department
- United States Customs Service
- United States Office of Munitions Controls
- United States Coast Guard
- Interstate Commerce Commission (interstate surface transport of goods)
- State Public Utility Commission (intrastate surface transport of goods)
- National Motor Freight Classification

3.1 EUROPEAN DISTRIBUTION

European Distribution is responsible for establishing the European distribution goals, strategic direction, compliance, and operational implementation in support of the Corporate Distribution and European business goals and strategies.

In addition to the requirements contained herein, European shipments are subject to local government controls for movements within a specific country. These various ministries of trade are too numerous to list in this standard. Those requiring specific information by country should contact the European Distribution Group in Ayr, DTN: 823-3448.

3.2 GIA DISTRIBUTION

GIA Distribution is responsible for establishing the GIA distribution goals, strategic direction, compliance, and operational implementation in support of the Corporate Distribution and GIA business goals and strategies.

In addition to the requirements contained herein, GIA shipments are subject to local government controls for movements within a specific country. These various ministries of trade are too numerous to list in this standard. Those requiring specific information by country should contact the GIA Distribution Group at DTN: 287-3654 or (508) 250-3654.

4 TRANSPORTATION PROGRAMS AND SERVICES

Each area distribution organization, U.S., Europe, and GIA, must establish, administer, monitor, and control the transportation programs and services for that area.

4.1 U.S AREA DISTRIBUTION

For U.S. Area, refer to the *Inbound and Outbound Routing Guides* for U.S. Transportation Programs and Services. For copies or more information, contact the Regional Transportation Operations Group:

- Eastern U.S. - DTN: 234-5167 or (508) 351-5167
- Western U.S. - DTN: 551-5823 or (602) 869-5823.

4.2 EUROPEAN DISTRIBUTION

For the European area, refer to the *European Manufacturing - ELOG Distribution Cost Service Manual*. This manual may be obtained through the European Distribution Group in Nijmegen, call DTN: 889-9219.

4.3 GIA DISTRIBUTION

For the GIA area, refer to the *GIA Cost/Service Manual*. This manual may be obtained through the GIA Distribution Group by calling DTN: 287-3647 or (508) 250-3647.

5 TRANSPORTATION SELECTION AND CONTRACTING

Corporate Purchasing and Corporate Distribution Purchasing policies and procedures shall be followed for the selection and contracting of transportation suppliers. For information, contact Corporate Distribution, listed under Distribution and Corporate Purchasing, listed under Purchasing, in the *Digital Telephone Directory*. Area Distribution Purchasing groups may also have additional procedures that shall be followed and may be acquired by contacting the areas listed in the following subheads. Additionally, EL-CP534-00, *Hazardous Materials/Dangerous Goods Policies and Procedures Manual*, must be followed.

5.1 U.S. AREA DISTRIBUTION

For more information, contact the appropriate regional distribution purchasing groups. Eastern U.S. call DTN: 234-4462 or (508) 351-4462, or Western U.S. call DTN: 551-5506 or (602) 869-5506.

5.2 EUROPEAN DISTRIBUTION

For further information regarding Europe-to-Europe transportation purchasing, contact the European Distribution Group in Nijmegen, DTN: 889-9527.

5.3 GIA DISTRIBUTION

For further information regarding GIA-to-GIA transportation purchasing, contact the GIA Distribution Group at DTN: 287-3647 or (508) 250-3647.

5.4 INTERNATIONAL LOGISTICS CENTER (ILC)

For further information for transportation purchasing from U.S. Area to Europe, U.S. Area to and from GIA, and worldwide ocean movement, contact the International Logistics Center (ILC) at DTN: 234-5131 or (508) 351-5131.

6 FREIGHT CLASSIFICATION

Freight classification may affect the cost of moving materials and goods. The most accurate classification or description is required.

6.1 U.S. AREA DISTRIBUTION

For U.S. Area surface transportation classifications, follow:

National Motor Freight Classification (NMFC) (for motor)
Uniform Freight Classification (UFC) (for rail)

6.2 EUROPEAN DISTRIBUTION

For movements within Europe, shipments may be impacted by IATA, TACT, and CMR (Convention Merchandises Routiers) conditions. Local BOAs (Basic Order Agreements) supersede rates connected to IATA, TACT, or CMR conditions.

For more information, contact the European Distribution Group in Nijmegen, DTN: 889-9527

6.3 GIA DISTRIBUTION

For moves within GIA, shipments may be impacted by IATA or TACT codes, as no written transportation supplier agreement or BOA may be in place. Where such agreements are in place, the agreement supersedes rates connected to the TACT/IATA codes.

For in-country moves, government regulation of transportation may assign Digital products to specific commodity codes by mode (when and where applicable).

For more information, call DTN: 287-3654 or (508) 250-3654.

6.4 INTERNATIONAL LOGISTICS CENTER (ILC)

For movements out of the U.S., goods may be classified with specific commodity codes or FAK (Freight All Kinds) for air or Conference code for ocean. Digital enters into written agreements with transportation suppliers for specifically forecasted volumes related to specific moves during a period of time. In turn, suppliers commit to specific rates for the period of the agreement. If the published tariff rate is less than the contracted rate, then the published tariff rate is used.

6.4.1 Statistical Classification of International Commodities

Commodity and/or product value and U.S. Government "Schedule B" commodity code number must be determined prior to international shipment and referenced on specified documentation. Refer to the *"EXPORT" Corporate Reference Manual* or Distribution Import Export Training (DIET) for instructions and/or U.S. Government publications Harmonizing Statistics (Schedule B) published by the Department of Commerce/Census. DIET can be accessed on the Corporate Videotex (VTX) Library by selecting the option entitled Manufacturing and Shipping.

7 PACKAGING

All Digital raw materials and products have minimum packaging requirements that must be met to ensure complete, secure, and timely delivery. Refer to subhead 7.1.

Items, such as memos or office supplies and equipment (that is, items that are not Digital products nor controlled by an engineering or design group), must comply with the packaging requirements set forth by the specific transportation program or service.

Hazardous materials/dangerous goods require special packagings. Refer to HAZMAT and EL-CP534-00 for more information. HAZMAT can be accessed on the Corporate Videotex (VTX) Library by selecting the option entitled Manufacturing and Shipping.

7.1 PACKAGING REQUIREMENTS

The packaging/shipping containers of Digital products must comply with the requirements specified in applicable Digital standards and product-specific documents. All packaging/shipping containers must pass the minimum testing requirements specified in applicable Digital standards and product-specific documents.

The following documents pertain to packaging/shipping containers.

- *DEC STD 043-0 Packaging Requirements for Digital Products, Parts, Assemblies, and Materials*

- *DEC STD 043-1 Packaging Requirements - Sheets, Blanks, or Coils of Steel or Aluminum*
- *DEC STD 045-0 Packaging Products for International Shipment - Introduction*
- *DEC STD 045-1 Packaging Products for International Shipment - Design Requirements and Procedures*
- *DEC STD 102-0 Environmental Standard for Computers and Peripherals - General Test Requirements*
- *DEC STD 102-1 Environmental Standard for Computers and Peripherals - Temperature, Humidity, and Altitude Test Requirements*
- *DEC STD 102-2 Environmental Standard for Computers and Peripherals - Mechanical Shock and Vibration Test Requirements*
- *DEC STD 102-3 Physical Stability Requirements During Shipping and Handling*
- EL-MF425-00, *Standard Procedures for Packaging Products for International Shipment*
- A-PG-FSGUIDE-GS-DA00, *Field Service Packaging and Labeling Requirements*

Any product packaging/shipping container that does not satisfy or meet the requirements must have a waiver per *DEC STD 066-2 Waivers to Digital Design Standards*.

8 MARKING AND LABELING

All Digital raw materials and products have minimum marking and labeling requirements that must be met to ensure complete, secure, and timely delivery. Refer to subhead 8.1.

Items, such as memos or office supplies and equipment (that is, items that are not Digital products nor controlled by an engineering or design group), must comply with the marking and labeling requirements set forth by the specific transportation program or service.

Hazardous materials/dangerous goods require special markings, labeling, and placarding. Refer to HAZMAT and EL-CP534-00 for more information, or call DTN: 234-4500.

8.1 MARKING AND LABELING REQUIREMENTS

All Digital product container marking and labeling requirements must comply with applicable Digital standards and documentation.

The following documents pertain to marking and labeling.

- *DEC STD 047-0 Bar Code Symbology Criteria*
- *DEC STD 047-1 Physical Requirements for Bar Coding*
- *DEC STD 178-4 Container Marking Requirements for Finished Goods*
- *DEC STD 178-8 General Shipping Documentation and Container Labeling Requirements for Finished Goods Intended to be Shipped to Customers*
- *DEC STD 178-9 Shipping Container Marking Requirements for Goods in Process*
- EL-CP047-01, *Bar Code Label Print Specification*
- EL-MF178-08, *Shipping Documentation and Container Labeling Requirements for Finished Goods Intended to be Shipped to Customers*

Any product container marking or label that does not meet the requirements must have a waiver per DEC STD 066-2.

9 COMPLIANCE

9.1 EXPORT COMPLIANCE

Digital's policy is that all employees worldwide will comply with the Export Laws of the U.S. and other applicable governments.

Digital's export control organization is decentralized in accordance with its international business structure. Overall export compliance is the responsibility of each employee. It is enforced by the International Trade and Policy department, whose location and phone number may be found in the *Digital Telephone Directory* under International Trade.

9.1.1 Export Licensing

Authorization for the export of all commodities and/or technical data must be approved or recognized by the U.S. Department of Commerce or the U.S. Department of State. In addition, shipments originating from points outside the U.S. may require additional licensing by local government(s).

All international documentation must reference the correct authorization or license. Refer to the *"EXPORT" Corporate Reference Manual* and/or the *Export Administration Regulations* published by the U.S. Department of Commerce/Export Administration. For more information, contact Export Compliance at DTN: 234-4402 or (508) 351-4402.

In Europe, call (011-41) 293-33-11. In GIA, call DTN: 287-3651 or (508) 250-3651.

9.1.2 Pre-Alert

Product movement of sensitive VAX technology must be monitored from the point of origin to the ultimate destination. Refer to the *"EXPORT" Corporate Reference Manual* or the *Distribution License Internal Controls Manual*.

9.1.3 Screening

Denied party screening must be performed against all transportation suppliers. Country technology and nuclear user (international customers involved in nuclear research and technology applications) screening must be performed against any shipment not destined for a Digital site. Refer to the *"EXPORT" Corporate Reference Manual* or the *Distribution License Controls Manual*.

9.1.4 References

9.1.4.1 U.S. Area Distribution

U.S. Area: The *"EXPORT" Corporate Reference Manual* may be obtained through the Corporate Export and Trade group. It defines Distribution License (DL) regulations for the Corporation and explains the different licenses issued by the Department of Commerce.

The *Distribution License Internal Controls Manual* may be obtained through the U.S. Area Distribution Export Controls Group. It defines DL regulations for Manufacturing/Distribution.

Distribution Import Export Training (DIET) is located on VTX. DIET details information on U.S. Program Lanes and International documentation.

9.1.4.2 European Distribution

European shipments out of the U.S. are subject to the references contained in subhead 9.1.4.1.

European shipments not originating in the U.S. are also subject to the references contained in subhead 9.1.4.1. In addition, they are also subject to local government requirements.

For more information, contact the European Distribution Group in Ayr, DTN: 823-3408

9.1.4.3 GIA Distribution

GIA shipments out of the U.S. are subject to the references contained in subhead 9.1.4.1.

GIA shipments not originating in the U.S. are also subject to the references contained in subhead 9.1.4.1. In addition, GIA shipments are subject to local government requirements.

For more information, contact to the GIA Distribution Group at DTN: 287-3654 or (508) 250-3654.

9.1.5 Publications

Export Administration Regulations - Department of Commerce/Export Administration

Harmonizing Statistics (Schedule "B") - Department of Commerce/Census

International Traffic and Arms Regulations - Department of State

International Trade Reporter - Bureau of National Affairs

9.2 IMPORT COMPLIANCE

It is Digital's import compliance philosophy to conduct worldwide activities within the standards of Digital's U.S. business ethics and values, as well as to comply with the customs laws and regulations in all countries in which we conduct business. Digital will correctly execute all required import documents and pay all required duties. An international shipment can be authorized only when complete and accurate documentation is done. The documentation will correctly declare all imported material and reflect the actual financial transactions.

Corporate Customs is responsible for the management of customs relations and the establishment of Digital's import and customs policies. Its responsibilities have a dual role for both U.S. import groups and those import functions located throughout GIA and Europe. The U.S. and worldwide charters, policies, and guidelines can be found in the *U.S. Customs Manual*. The location and phone numbers for Corporate Customs can be found under Customs - Corporate in the *Digital Telephone Directory*.

9.3 HAZARDOUS MATERIALS COMPLIANCE

Digital's policy regarding hazardous materials is that all employees shall comply with the hazardous materials policies and procedures as stated in EL-CP534-00.

For more information regarding hazardous materials, contact the Hazardous Materials Transportation Group whose location and phone number is listed in the *Digital Telephone Directory* under Hazardous Materials Transportation.

10 TRANSPORTATION DOCUMENTATION

All movement of freight requires the appropriate transportation documentation.

10.1 U.S. AREA DISTRIBUTION

Refer to the *Inbound and Outbound Routing Guides*.

10.2 EUROPEAN DISTRIBUTION

For movements out of the U.S., transportation documentation is handled in accordance with Internal Controls Programs covering preparation of international shipments. Contact the export documentation manager at the International Logistic Center at DTN: 234-5155 or (508) 351-5155.

For movements originating from European points, the same controls as U.S.-origin shipments apply. In addition, local export documentation regulations apply. For information related to these specific country regulations, contact the European Distribution Group on Ayr at DTN: 823-3408.

10.3 GIA DISTRIBUTION

For movements out of the U.S., transportation documentation is handled in accordance with the Internal Controls Programs covering preparation of international shipments. For more information, contact the Export Documentation Manager at the International Logistics Center at DTN: 234-5155 or (508) 351-5155.

For movements originating from GIA points, the same controls as U.S.-origin shipments apply. In addition, local export documentation regulations may apply. For information related to these specific country regulations, contact the GIA Distribution Group at DTN: 287-3650 or (508) 250-3650.

11 FREIGHT ADMINISTRATION

11.1 U.S. AREA DISTRIBUTION

U.S. Area Distribution Freight Administration establishes and manages the policy for the administration of freight payment activity that ensures control of Digital's corporate assets. They also manage the process whereby Digital processes and pays freight transactions for the intra- and inter-U.S. Area, except for Vendor Inbound "Prepaid", "Prepaid and Add", and Customer "Collect" shipments.

For more information, refer to the *U.S. Area Distribution Freight Administration Manual*.

For training information, call DTN: 234-4090 or (508) 351-4090.

For information regarding charges received by this organization, call DTN: 234-4169 or (508) 351-4169.

11.2 EUROPEAN DISTRIBUTION

European shipments out of the U.S. are subject to the references contained in subhead 11.1.

- Imports from GIA and Europe

  The receiving distribution operations, both field and manufacturing, authorize the payment of freight invoices for freight services in compliance with local BOAs.

- European Manufacturing Intercompany Freight Move

  The receiving distribution operations authorize the payment of freight invoices in compliance with local BOAs.

- Export Freight Movements to Subsidiaries

  The manufacturing distribution operations authorize the payment of freight invoices in compliance with local BOAs.

- Country Distribution and Installation Freight and Services

  The local logistics distribution operation authorizes the payment of freight and service invoices in compliance with local BOAs.

11.3 GIA DISTRIBUTION

For movements out of the U.S., freight administration is handled per the requirements of subhead 11.1.

For movements other than out of the U.S., freight administration is handled by the country of origin's finance group. These methods vary by group.

For more information, contact the GIA Distribution Group at DTN: 287-3659 or (508) 250-3659.

12 INSURANCE AND CARGO CLAIMS

The basic function of the Cargo Claims group is to minimize the financial impact on the Corporation caused by damage to or loss of goods in transit. This is accomplished by establishing and maintaining procedures that provide efficient handling of each reported transit related loss, which ensures customer satisfaction, creates a return cash flow, and provides feedback for loss prevention. Cargo Claims serves as the Corporation's focal point for claims on goods owned by Digital, or in which Digital has a liability/financial interest, that are lost or damaged in transit or within the distribution cycle worldwide.

For U.S. and GIA Cargo Claims information, call DTN: 234-4192 or (508) 351-4192 or send electronic mail to CARGO CLAIMS @NRO.

For European Cargo Claims information, call DTN: 823-3183 or send electronic mail to Richard Page @AYO.

12.1 U.S. AREA DISTRIBUTION

The following procedures pertain to insurance and cargo claims.

- Digital Insured Customer Sales Freight or FOB Destination

  Freight Order Management Procedures
- Digital Insured Customer Moves
- DECmove Procedures
- Vendor Inbound (FOB Vendor Site) U.S. Area Distribution Quality/Cargo Claims

  Vendor Inbound Damage and Loss Claims Procedure, A-QU-CD00009-CD09
- Interplant

  U.S. Area Distribution Quality/Cargo Claims Interplant Damage and Loss Claims Procedure, A-QU-CD00013-CD13
- Warehouse

  U.S. Area Distribution Quality/Cargo Claims Warehouse Damage Claims Procedure, A-QU-CD00008-CD08

12.2 EUROPEAN DISTRIBUTION

The following procedure pertains to insurance and cargo claims:

DEC Europe Transit Insurance Policies and Procedures

Specific questions should be addressed to European Distribution in Ayr at DTN: 823-3183.

12.3 GIA DISTRIBUTION

The following procedure pertains to insurance and cargo claims:

Canadian Transit Insurance Procedure

GIA insurance and cargo claims are to be handled as prescribed by the Corporate Cargo Claims procedure. Specific questions may be directed to the GIA Distribution Group at DTN: 287-3650 or (508) 250-3650.

APPENDIX A

REFERENCED DOCUMENTS

A.1 EL-Class Digital Documents

Document Number	Document Title
EL-00043-00	*DEC STD 043-0 Packaging Requirements for Digital Products, Parts, Assemblies, and Materials*
EL-00043-01	*DEC STD 043-1 Packaging Requirements - Sheet, Blanks, or Coils of Steel or Aluminum*
EL-00045-00	*DEC STD 045-0 Packaging Products for International Shipment - Introduction*
EL-00045-01	*DEC STD 045-1 Packaging Products for International Shipment - Design Requirements and Procedures*
EL-00047-00	*DEC STD 047-0 Bar Code Symbology Criteria*
EL-00047-01	*DEC STD 047-1 Physical Requirements for Bar Coding*
EL-00066-02	*DEC STD 066-2 Waivers to Digital Design Standards*
EL-00102-00	*DEC STD 102-0 Environmental Standard for Computers and Peripherals - General Test Requirements*
EL-00102-01	*DEC STD 102-1 Environmental Standard for Computers and Peripherals - Temperature, Humidity, and Altitude Test Requirements*
EL-00102-02	*DEC STD 102-2 Environmental Standard for Computers and Peripherals - Mechanical Shock and Vibration Test Requirements*
EL-00102-03	*DEC STD 102-3 Physical Stability Requirements During Shipping and Handling*
EL-00178-04	*DEC STD 178-4 Container Marking Requirements for Finished Goods*
EL-00178-08	*DEC STD 178-8 General Shipping Documentation and Container Labeling Requirements for Finished Goods Intended to be Shipped to Customers*
EL-00178-09	*DEC STD 178-9 Shipping Container Marking Requirements for Goods in Process*
EL-CP047-01	*Bar Code Label Print Specification*
EL-CP534-00	*Hazardous Materials/Dangerous Goods Policies and Procedures Manual*
EL-MF178-08	*Shipping Documentation and Container Labeling Requirements for Finished Goods Intended to be Shipped to Customers*
EL-MF425-00	*Standard Procedures for Packaging Products for International Shipment*

Copies of these documents may be obtained from Standards and Methods Control, CTS1-2/D4, DTN: 287-3724, JOKUR::SMC. Note that all of these documents, except EL-CP534-00, may be ordered as EL-SM530-00, *Distribution and Shipping Requirements - U.S. Area*.

Please provide your name, mailstop, cost center, badge number, and node address when ordering.

A.2 Other Documents

Document Number	Title
A-PG-FSGUIDE-GS-DA00	*Field Service Packaging and Labeling Requirements*
A-QU-CD00008-CD08	*U.S. Area Distribution Quality/Cargo Claims Warehouse Damage Claims Procedure*
A-QU-CD00009-CD09	*Vendor Inbound Damage and Loss Claims Procedure*
A-QU-CD00013-CD13	*U.S. Area Distribution Quality/Cargo Claims Interplant Damage and Loss Claims Procedure*
	Distribution License Internal Control Manual
	European Manufacturing-ELOG Distribution Cost Service Manual
	DEC Europe Transit Insurance Policies and Procedures
	Export Administration Regulations
	"EXPORT" Corporate Reference Manual
	GIA Cost/Service Manual
	Canadian Transit Insurance Procedure
	Inbound and Outbound Routing Guides
	Purchasing Policies and Procedures
	U.S. Area Distribution Freight Administration Manual
	U.S. Customs Manual
	Export Administration Regulations
	Harmonizing Statistics (Schedule "B")
	International Traffic and Arms Regulations
	International Trade Reporter
	Digital Telephone Directory

Copies of the *Field Service Packaging and Labeling Requirements* are available from the Field Service Product Protection Group.

Copies of the *Distribution License Internal Control Manual* are available from the U.S. Area Distribution Export Control Group.

Copies of the *European Manufacturing-ELOG Distribution Cost Service Manual* and *DEC Europe Transit Insurance Policies and Procedures* are available from the European Distribution Group in Nijmegen, call DTN: 889-9219.

Copies of the *Export Administration Regulations* are available from the Export Compliance group, DTN: 234-4402.

Copies of the *"EXPORT" Corporate Reference Manual* are available from the Corporate Export and Trade group.

Copies of the *GIA Cost/Service Manual* and the *Canadian Transit Insurance Procedure* are available from GIA Distribution, DTN: 287-3647.

Copies of the *Inbound and Outbound Routing Guides* are available from the Regional Transportation Operations Group.

Copies of *U.S. Area Distribution Quality/Cargo Claims Warehouse Damage Claims Procedure*, *Vendor Inbound Damage and Loss Claims Procedure*,*U.S. Area Distribution Quality/Cargo Claims Interplant Damage and Loss Claims Procedure*, and *Purchasing Policies and Procedures* are available from the U.S. Area Distribution group.

Copies of the *U.S. Area Distribution Freight Administration Manual* are available from the U.S. Area Distribution group.

Copies of the *U.S. Customs Manual* are available from Corporate Customs.

Copies of the *Export Administration Regulations* are available from the Department of Commerce/Export Administration.

Copies of *Harmonizing Statistics (Schedule "B")* are available from the Department of Commerce/Census.

Copies of the *International Traffic and Arms Regulations* are available from the Department of State.

Copies of the *International Trade Reporter* are available from the Bureau of National Affairs.

Copies of the *Digital Telephone Directory* are available from your local Office Services.

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